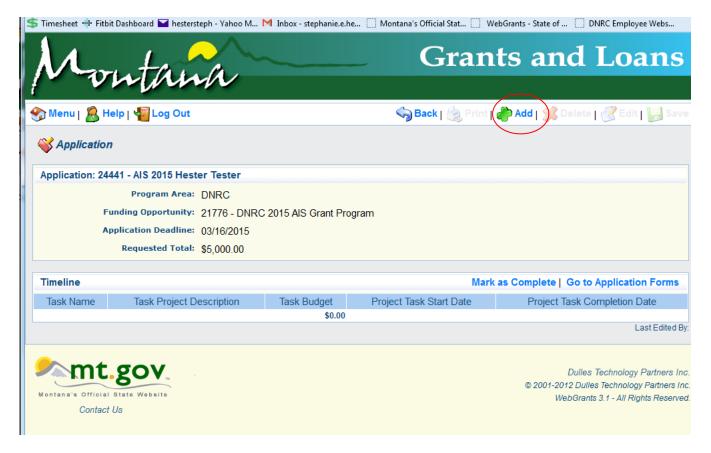
## Instructions – AIS Project Task Detail Form

The Project Task Detail Form opens up in the editing state, which requires you to add each task. The form looks like this when it is first opened.



This form is intended to provide a snapshot of the project tasks and related deliverables, budget, and timeline. The project description form should be used to provide a detailed discussion of the project location, history, scope, tasks, expected benefits, and coordination.

To complete this form, use the "ADD" button (circled in red above) to add each task for your project. Number each task, and also include the task description budget amount (grant funds and match funds) for that task and the start and end date for each task. Here is a list of common tasks:

- Project planning & preparation
- Surveying/monitoring
- Pre-treatment monitoring
- Post-treatment monitoring
- Lab Analysis
- Contingency
- Project management (not to exceed 10% of total project cost)

Following are examples of the edit mode to add a task and an example of a completed Task Detail Form.

## **Editing Mode Screen**



## **Completed Task & Timeline Example**



Notice the "Requested Total" in the upper part of the form shows the total dollar amount the project is requesting from DNRC. This amount does not include match funding. When you are done with the form click on "Mark as Complete".